

# THE REGULAR MEETING OF THE BOARD OF THE COMMISSIONERS OF MANCHESTER WATER DISTRICT

September 14, 2004

Chairman Steve Pedersen called the regular meeting of the Manchester Water District Board of Commissioners to order at 6:03 p.m. Present were Chairman Steve Pedersen, Secretary Jim Strode, and Commissioner Kyle Galpin. Present were Alan Fletcher, General Manager, Dennis O'Connell, Janis Kerr, and Rick Gross, Attorney.

## 1.0\* **Consent Agenda**

- 1.1 **Approval of August 10, 2004, Regular Meeting Minutes.**
- 1.2 **Approval of Vouchers** – Vouchers that have been audited and certified by the Auditing Officer as required by RCW 42.24.090. Vouchers have been recorded on a listing that was reviewed by the Board prior to the meeting. Approval for payment of these vouchers includes General Fund vouchers #323 through #365 totaling \$22,961.13; Construction Fund vouchers #366 through #373 totaling \$6,985.92; Street Light Fund voucher #374 totaling \$1,600.80; and Capital Fund voucher #375 totaling \$862.00.
- 1.3 **Approval of District Payroll Vouchers.**

Commissioner Strode moved to approve the consent Agenda as presented. Commissioner Galpin seconded. **Motion was unanimously approved.**

2.0 **Public Comment.** No public comment was received.

3.0 **Regular Agenda.** *The Board opted to consider and act on Agenda items 3.1 – 3.4 as a slate of projects, instead of individually.*

- 3.1\* **Engineering and Design of Pipeline Improvements.** The General Manager presented for consideration a contract with RH2 Engineers (RH2) for the engineering and design of water main improvements. It was noted that a contract for engineering of the Mile Hill pipeline replacement was let earlier this year, leaving the Yukon Harbor, Southworth Drive, Garfield Road, and South Street pipelines to be completed. The proposed contract addresses that work and will complete the pipeline improvement projects listed in the PWTF Pre-construction loan. The contract is for \$114,757, and includes monies for construction inspection. The District will assess the need for using RH2 for construction inspection services as the project nears. If District staff is available for this work, then the monies earmarked for these services will not be spent.
- 3.2\* **Water System Comprehensive Plan Update.** Presented second is a contract between the District and RH2 for the engineering and planning services needed to complete an update of the District's Comprehensive Water System Plan. It was explained that the project is very involved and that it will help to identify the facilities needed to continue adequate service to our existing and future customers as well as verify to the State the adequacy of our managerial, financial, and service delivery abilities.

Included in the project is the development of a new computer hydraulic model. The model will be used to run flow scenarios and will assist us in determining the adequacy of services and where improvements are needed. The plan is estimated to cost \$113,000; the District has submitted a P WTF Planning Loan application to help fund the project. If awarded, it will provide up to \$100,000 in loan monies, at 0% interest for six years.

3.3\* **Emergency Response Plan Update.** Presented third, is an engineering services agreement between the District and RH2 for the update of the District's Emergency Response Plan (ERP), specifically those elements that are required by the 107th U.S. Congress enacted Public Law 107-188, the "Public Health Security and Bioterrorism Preparedness and Response Act of 2002" (ACT). Under the ACT, drinking water utilities serving over 3,300 people are required to certify to the U.S. EPA and State of Washington completion of emergency response plans within six months of the submission of a vulnerability assessment, in our case December 31, 2004. Our current ERP will be updated to include current staffing and conditions, and the numerous elements that the ACT requires. The ERP revisions are estimated to cost \$37,353. As with all of our contracts, the estimated amount is a conservative estimate and the project is managed with the goal of coming in below those estimates.

3.4\* **Water Right & Water Resource Data Collection, Organization, and Evaluation.** Presented last, is a personal services agreement between the District and CR Hydrogeologic Consulting (CRH) to perform professional and planning services for the collection, organization, and evaluation of water right and water resource data to support new regulatory requirements, updating of the District's Comprehensive Water System Plan, and future water right applications. Currently the District has 11 different water rights permits and in preparation for the District's Comprehensive Plan Update an enormous amount of information needs to be cataloged and evaluated in order to create an integrated strategy for the protection, perfection, and development of existing and future water rights permits. The professional services of Craig Russell, CRH, will be utilized to perform the work. Mr. Russell is a Licensed Hydro Geologist and Certified Ground Water Professional who has worked extensively on the Kitsap Peninsula and who performed the majority of work on the District Wellhead Protection Plan, while with another company. The proposed work is estimated to cost \$8,850.00, with a completion date of no later than December 31, 2004.

*Board Chair Steve Pedersen moved to approve the Engineering Service Agreements between Manchester Water District and RH2 Engineering, Inc. and the Personal Services Agreement with CR Hydrogeologic Consulting for the projects listed in Agenda Items 3.1, 3.2, 3.3, and 3.4, respectively; and hereby authorizes the General Manager to execute contract documents that are in substantial compliance with the drafts.*

3.5 **2005 Loan Application Update.** The General Manager reported on the **2005 Construction Loan Update.** As previously mentioned, the Public Works Board is recommending to the Washington State Legislature that the Manchester Water District receive a Public Works Trust Fund Construction Loan for \$970,870. This amount plus our 15% match will pay for the entire slate of projects in the application. The State Legislature will award the loan during the next legislative session, after which the District can access funds.

3.6 **Review of Financials.**

**Water Sales Data.**

3.6.1 **Water Sales Data.** Sales and consumption data through August was presented to the Board.

3.6.2 **Income & Expense Report.** Income and expenses through July 31, 2004 was presented for Board review and comment.

4.0 **Miscellaneous**

4.1 **Operations & Capital Projects Updates.** Dennis O'Connell, Operations Supervisor, reported that the water quality samples continue to test satisfactory and that the Department of Health has recommended that the District continue with the chlorination of the southern service area until further notice. The seasonal employee is continuing work on the beautification projects for Wells 3, 4, and the Sedgwick Tank site. Don Hoskinson has been the District's inspector for the 240 feet of water main extension that is being installed off of Nebraska Avenue and Fillmore Street. To date, 29 new services have been installed with five of those in the past month. Daily tasks such as pump monitoring, sampling, and locates were completed as usual.


4.2 **Administration Updates.** Alan Fletcher, General Manager talked about his visit to the Annapolis Water District Board of Commissioner meeting held last evening regarding an inclusion of property into the Manchester service territory that now resides in Annapolis. The request was predicated on proposed development in each of the two areas. The Annapolis Board discussed and agreed to a change in our respective district service boundaries in the northwest service territory near the intersection of Beach Drive and Beaver Creek Road; and eight lots on Woods Road near Polk Street. The changes will be included in the Coordinated Water System Plan that is currently undergoing revision. Also discussed, was methodology and philosophy of extending credits for General and Local Facility charges when a developer installs on and/or off-site improvements. Current law (and District policy) recognizes credits for Local Facility Charges, however, policy is silent on credits against General Facility Charges for off-site improvements. Rick Gross, Board Attorney, stated credits are allowed as long as all customers, developers, and/or builders are consistently treated equally. The Board reached consensus on extending such credits on a case-by-case basis and requested that Staff report back when the situation arose.


The Manager informed the Board that a job search is underway for the vacant Service Tech I position. In the absence of the crew member, the seasonal employee has been held over to help with the work load.

5.0 **Future Meeting Dates**

- 5.1 October 12, 2004, 6:00 p.m. – Regular Meeting.
- 5.2 November 6, 2004, 9:00 a.m. – Annual Budget & Planning Session.
- 5.3 November 9, 2004, 6:00 p.m. – Regular Meeting.

6.0 **Adjournment.** There being no further business to come before the Board of Commissioners, the Board moved to adjourn the meeting at 8:43 p.m.

  
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Steve Pedersen,  
Chairman

  
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James E. Strode,  
Secretary

  
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Kyle D. Galpin,  
Commissioner